

ARCHES Advising

Academic advising is an important part of your university career that can positively impact your progress toward degree completion. It is far more than simply planning a schedule each semester. It is the shared partnership between you and your advisor.

Our goal is to serve as the guiding link between your educational pursuits and the University's expectations, academic rigor, and campus life as you transition to and through the university. Advising sessions are highly individualized based on your needs. Typical topics include:

- Identifying and resolving potential academic or personal difficulties before they become a crisis
- Utilizing ARCHES services, including tutors or peer mentors
- Structuring a clear academic plan that incorporates disability related needs
- Selecting a balanced course load to ensure academic success
- Exploring career options
- Applying to graduate programs
- Self-Advocacy and Disability Awareness and Understanding
- Become aware and take advantage of all available resources that enhance your educational experience

ARCHES Advisor Responsibilities – What You Can Expect of Your Advisor

- Develop a thorough knowledge about university policies, procedures, and general education requirements.
- Provide assistance with navigating and understanding university policy and procedures, academic regulations, financial aid, and housing.
- Discuss the personal and transitional issues effecting your academic performance and participation in the full university experience.
- Exploring career options and/or the graduate school process.

Your ARCHES Advisor can be found on your Participant Agreement Form. For general questions, email arches@cpp.edu

Priority Registration: If you are eligible for priority registration, ALL holds must be cleared BEFORE you are able to register.

Required Materials at Each Advising Session:

- Individual Academic Plan, curriculum sheet or your personal education plan
- Bring something to take notes on (e.g. laptop, notepad or paper, etc)
- Calendar or planner

Departmental Advising Expectations

Advising at Cal Poly Pomona varies by each major and college. **You** are responsible for contacting **your** major department to determine the advising expectations and how to fulfill them.

- Advising holds are sometimes placed on your record by major
- Frequency of **required** advising may be each semester, annually, or not at all
- You may meet with an assigned advisor or meet with any available advisor in your department depending on your department's protocol
- Advisors may be faculty and/or staff members
- There may be different advisors for you to see depending on your academic standing (GPA) and your career interests

Your Advising Information

Collect the following information and contact your major department to determine how advising is conducted.

Major Department _____ Phone#/Location _____

My advisor is _____ Email _____ @cpp.edu

Office location _____ Phone # _____

Does your major/faculty department place advising holds? Yes No

How often are you required to see a major advisor? Semester Yearly Not Required

How are advising sessions arranged/scheduled with your major/faculty advisor?

- By Appointment Only**
- Open/ Available Times**

Multiple Advisors, Multiple Holds

You may have multiple academic advisors depending on your college, major, and program participation (ARCHES, EOP, Honors, Athletics, etc). You may have additional advising holds depending on what programs you are involved with. Check with the program or department to learn of any additional requirements.

ESSENTIAL ACADEMIC TOOLS ON YOUR ROADWAY TO SUCCESS

Academic Advisor

Your advisor is a key part to your success at Cal Poly Pomona, each college has an advising center. Your advisor and you will work on an academic plan together to make sure you are on the right track towards graduation. Another role of your advisor is to talk about questions and concerns with your major, future goals and career opportunities. You can schedule appointments through CPP Connect: <https://www.cpp.edu/studentsuccess/cppconnect/index.shtml>

Academic Calendar

The Academic Calendar is a place where you can find all important deadlines and dates. Such as registration dates, fee payment deadlines, last day to drop a class, etc. You can find the academic calendar in two different locations. Registrar's website: <https://www.cpp.edu/registrar/index.shtml> or Student Success Central website: <https://www.cpp.edu/studentsuccess/calendar/index.shtml>

Advising

Most advising related resources can be found on the Student Success Central website: <https://www.cpp.edu/studentsuccess/index.shtml>. The site provides advising and academic resources, guides, and helpful updates on current issues.

ASI (Associated Students Incorporated)

Associated Students Incorporated (ASI) is more than just student government. They are a non-profit corporation serving students on many levels. Take advantage of the services it provides when you visit the Bronco Student Center (BSC), which is owned and operated by none other than ASI. ASI provides student representation at the campus level and at the California State University system-wide level. It also offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of BSC programs and services. They fully support the enrichment of student life by providing annual funding for student clubs and organizations, diversity programs, athletic scholarships and academic support programs. For more information: <https://asi.cpp.edu/>

Blackboard

Blackboard is an online learning management system. Your instructors may use this system as a way to instruct material to you or provide more class information, power points, lecture notes and your grades. Once you enroll for a course, blackboard should automatically link you and your course together, providing you with all the information your professor provides on the site for your class. It is important to check blackboard on a regular basis to receive all notifications. You use the same CPP user name and log in as your CPP email. Website: <https://blackboard.cpp.edu/>

Bronco Direct

BroncoDirect provides convenient access to important university information, administrative services, and business transactions by signing in using your BroncoName and BroncoPassword. Students use BroncoDirect to register for classes, pay fees, access class schedules, unofficial transcripts, transfer credit report, degree progress report, etc. You can access BroncoDirect from MyCPP or <https://www.cpp.edu/brncodirect/>

Bronco Student Center

The Bronco Student Center is the center of campus where students "meet, eat, study, and play". It is a place to lounge, study, meet up with friends or classmates, or grab a bit to eat. It includes the Fitness Center, Games Room, Copy N Mail, Credit Union, Meeting/Conference Rooms, FOOD, and ASI. Their website is: <https://asi.cpp.edu/bsc/>

BRIC (Bronco Recreation and Intramural Complex)

As a program of Associated Students, Inc. at Cal Poly Pomona, the purpose of Campus Recreation is to provide recreational opportunities that inspire and cultivate healthy lifestyles, continuous personal growth, and an inclusive community.

Campus Calendar

Campus Calendar is a useful resource to find dates and times for most events on campus, including: Athletics, music, theatre, dance, ASI, enrollment and registration deadlines, and more. The website is: <https://www.cpp.edu/events/>

<p>Campus Center Market Place</p>	<p>Otherwise known as the Market Place, is one of the main stops for food on campus located in Building 97. The market place is closed on Fridays, except Panda Express. Includes: Panda Express, Carls Jr., Taco Bell, Fresh Escape Salad Bar, Pony Express, International Grounds</p>
<p>Career Center</p>	<p>The Career Center is the go-to place for student workshops and advisement related to finding a career. They offer a wide range of services from building a resume, practicing interviewing skills, and picking the right major for your field. Location: Building 97 (Near the Marketplace). Their website is: https://www.cpp.edu/career/</p>
<p>CAPS (Counseling and Psychological Services)</p>	<p>CAPS offers time-limited confidential counseling services at no charge to the student. Crisis intervention and brief couples and family therapy also offered. Call 909-869-3220 for an appointment. Located in Building 66(Bookstore) room116. Website: https://www.cpp.edu/caps/</p>
<p>CPP e-mail</p>	<p>To Log in, use your CPP username and password. This is one of the main ways that your professors and other faculty and/or staff from campus will be contacting you. It is important to check this email daily. Your Cal Poly email can be found at: https://www.cpp.edu/email.shtml</p>
<p>Curriculum Sheet</p>	<p>The curriculum sheet lists out specific core and support courses required for your particular major and suggests general education classes that will result in the most efficient path to a degree in that major. Check out the website below and click on the major you have chosen to see what your curriculum sheet looks like. Website: https://www.cpp.edu/academic-programs/academic-advising/tools/sheets-roadmaps/index.shtml</p>
<p>DPR (Degree Progress Report)</p>	<p>The DPR is a tool that provides information about the completion status of undergraduate degree requirements at Cal Poly Pomona. Commonly called the "degree audit", it indicates which requirements have been satisfied and which ones still must be completed. Your Degree Progress Report can be accessed through your Bronco Direct account. To view the Student User Guide please see the following website: https://www.cpp.edu/studentssuccess/guides/dpr.shtml</p>
<p>Grading Codes</p>	<p>There are several other grade codes you may see on your transcript besides your traditional A,B,C,D or F's.</p> <ul style="list-style-type: none"> CR = Credit: Equivalent to "C" or higher grade for undergraduates; NC = No Credit: Units not calculated in GPA. No credit given for course. I = Incomplete Authorized: Units calculated in GPA after one year. IC: = Incomplete Charged: Units calculated in GPA. W = Withdrawal: Units not calculated in GPA. WU = Withdrawal Unauthorized: Units calculated in GPA. RP = Report in Progress: Indicates that work in progress has been evaluated as satisfactory to date but the precise grade must await completion of additional coursework. Work must be completed within one calendar year of the date of first assignment of this grade. After an RP has expired, it will convert to a grade of NC. RD = Report Delayed: Assigned by Registrar. Will be changed to an NC after one semester. Units not calculated in GPA